



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
INTRADEPARTMENTAL CORRESPONDENCE

IN REPLY REFER TO  
FILE NO.

Memorandum

To: Michael Bridges  
Undersecretary

From: Susan Pellegrin  
Human Resources Director

Subject: SCHR Recommendations *SBP*

Date: September 18, 2008

\_\_\_\_ REFERRED FOR ACTION  
\_\_\_\_ ANSWER FOR MY SIGNATURE  
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The following is a summary of actions recommended by the SCHR at its September 17, 2008 meeting:

1. To approve the following special pay based on HQ HR's quarterly pay report:
  - \$2.00/hour premium pay for all hours worked for Marine Deckhand and Marine Deckhand/Toll Collector positions statewide in an effort to decrease turnover and retain current employees.
  - To approve a \$1.25/hour increase for Bridge Toll Collectors, which will bring the total amount of premium pay to \$3.00/hour for all hours worked, as well as \$1.75/hour premium pay for all hours worked for CCCD Police Officers. This premium pay will be in effect for six months, so that HQ HR can meet with CCCD's leadership team and identify the root causes of retention, in accordance with the Department's Employee Retention Plan.
2. To require that HQ HR provide more information on proposed premium pay and Special Entrance Rates (SERs) for the Mobile Equipment Operator and District Sign Specialist job series. This information will be presented at the October SCHR meeting.
3. To approve the Materials Testing Section's request to establish a new Engineering Technician DCL (TS 312) to function as a technical expert for adhesive/cementitious materials. If this position is filled from within the Section, a lead worker position may be affected adversely. HQ HR will consult with the Section's leadership to ensure understanding of this potential effect.
4. To approve the Data Collection Section's request to reallocate Jason Chapman's position from Engineer 5 DCL (TS 315) to Engineer 6 DCL (TS 317) based upon the complexity of duties and responsibilities directly related to Bridge Management Systems.
5. To approve the Financial Services Section's request to grant a 5% lump sum payment to Triche Mertz, Administrative Program Specialist A (AS 613), based upon her responsibility for all phases of property control for the entire Department after converting to the Protégé system. This pay adjustment will be for the period from July 21, 2008 until such time that DOTD's Property Manager position is established and filled.

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AN EQUAL OPPORTUNITY EMPLOYER  
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6. To request that Civil Service extend the authority for DOTD's unclassified Emergency Operations staff until such time that an official job study is approved and implemented. Based upon recent events, the SCHR requested further evaluation of the Section's structure and processes prior to submitting a job study request to Civil Service. HQ HR will consult with Civil Service and advise the SCHR accordingly.
7. To proceed immediately with reallocations for Office of Operations "Tech Reps" from IT Technical Support Specialist 1 (TS 310) to IT Technical Support Specialist 2 (TS 312) as previously approved in April 2008. Members of the Office of Management & Finance, Operations, and HQ HR will meet to discuss broader issues associated with IT job titles throughout DOTD.
8. To amend PPM #52, DOTD Pay Policy, to reflect premium pay to be used in the event of a declared emergency.
9. To request that HQ HR ensure that a 5% duty statement is added to all updated DOTD job descriptions, which will require employees to perform other duties as necessary, including support activities during an emergency and/or disaster situation.

Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.

Attachment